



Job Announcement: Finance Coordinator

Applicants should be passionate about transforming lives, building relationships, and improving schools.

Coleman Advocates for Children and Youth is a member-led, multi-racial, intergenerational community organization working to create a city of hope, justice, and opportunity for children and families in San Francisco. We organize poor and working class BIPOC (Black, Indigenous and people of color) youth and families – primarily Black, Latinx, and Pacific Islander – to build power in their schools, communities, and in their own lives.

Coleman Advocates is seeking an experienced finance coordinator who is detail oriented, able to work with an energetic group, and is reliable. The candidate will have extensive experience in bookkeeping and loves numbers.

People and/or their family members with lived experience surviving the school to prison pipeline are strongly encouraged to apply.

Job Summary:

The Finance Coordinator will oversee the operations for Coleman, which includes the areas of administrative, financial, personnel, and equipment. This position will be part of the finance team for the organization. We are seeking someone who has a passion for financial development and wants to be part of a strong organization.

Start Date: ASAP

Salary Range: \$63,000 to \$70,000

Reports to: Finance Manager

Benefits: Medical, dental, vision, 401k, and other benefits

Location: 459 Vienna Street, San Francisco, CA 94112

Application procedure: Email cover letter, resume, and three references to our hiring committee at hiring@colemanadvocates.org.

Primary Responsibilities:

- Oversee utility and other bills, including issues and disputes
- Oversee accounts payable, receivable, petty cash
- Implement and strengthen routine systems for invoicing
- Support in monthly reconciliation of accounts
- Support bi-monthly payroll and keep organized records
- Support with bank deposit documentation

- Participate in annual audits
- Maintain vendor relations and files, research new vendors as necessary
- Maintain and renew equipment leases
- Maintain confidentiality of information
- Other duties as assigned

Primary qualifications:

- Commitment to social, education, and economic justice
- Familiarity with issues impacting poor and working-class Black, Brown, and Pacific Islander youth and families
- Strong knowledge in Microsoft G Suite (Google - Excel, drive, calendar, etc.)
- A minimum of two years with bookkeeping, AR/AP and/or accounts management experience
- Strong analytical skills
- Detail oriented
- Excellent time management skills
- Strong verbal and written communication skills
- Highly organized and able to achieve goals in multiple work areas within established timelines
- Ability to work independently and in a team environment
- Ability to problem solve and initiate solutions

Desired qualifications:

- Knowledge of local, state, and federal laws
- Knowledge of education justice policy issues
- College degree in finance or accounting major a plus
- A sense of humor

We are an affirmative action employer. Current and former CMAC, YMAC and PMAC members, BIPOC, and formerly incarcerated applicants with a deep understanding of San Francisco's unique history and politics are strongly encouraged to apply.

It is the policy of Coleman Advocates to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, ancestry, citizenship status, age, marital status, sexual orientation, physical or mental disability, veteran status, liability for service in the Armed Forces of the United States or any other classification prohibited by applicable law. Coleman works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.